Staff Advisory Council Minutes
October 10, 2018 @ 1:15 pm
Room 416 SU – Case Study 2.

Guests: Holli Bonee’, Liz Tarbustoon, Olivia Pendleton, Adrian Saenz, Laura Goss Rickman

Call to Order: Melanie Bayles called the meeting to order at 1:15 pm

Roll Call: We had 18 members present.

Approval of Minutes: September 2018 minutes were approved with the addition of Visitor names.

Approval of the Agenda: Agenda was approved

Guest Speaker: Olivia Pendleton – 1 is 2 Many see Attachment A

Holli Bonee’ – HR Benefits see Attachment B

Laura Goss Rickman - Harvest II  Junior Service League is in its 30th year for the community food drive. They serve several local agencies in food contributions. They have given 1 million pounds of food back to our community. Several of the Greek life community on campus is heavily involved with the contributions. We will kick off Harvest II this year with the annual Harvest carnival on October 23, 2018 from 6-9 P.M. at the Payne County Expo Center. Bring a can of food for a family in need to enter the carnival and get ready for a night of fun carnival-style games with your little ones. We hope to have a strong participation from staff this year to round out Harvest II canned food drive. We will hold our annual collection on Friday, November 9, 2018 between 11:30 a.m. and 1 p.m. on the Student Union Upper Plaza. Keep in mind that we do not accept glass containers and expired goods.

Officer Reports:

Treasurer Report: Sarah Axtell
• See Attachments – C, D & E

Secretary: Ashleigh Hall
• No report

Vice-Chair: Tashia Cheves
• Shirts have been decided on, sizing sheet was passed around for correct size.

Chair: Melanie Bayles
• No Report

Reports of Standing Committees:

Rules, Policy and Procedures Committee: Michelle Stewart
• No Report

Communications Committee: Gary Lawson
• We will take new headshots in November following the meeting in the basement of Classroom building.

Awards and Recognition Committee: Elaine Johns
• See Attachment F

Fund Raising Committee: Michelle Chitwood
• 3 Flower card were handed out to each member. Please bring money or cards back to next meeting.

Events Committee: Shelby Sanders
Harvest II sign-up sheet was passed around. Please sign up for a time slot. There was also a flyer passed around to hand in your department with a collection box. We strongly encourage everyone to participate. See Attachment I

Branch Campus Reports:

OSU-Tulsa/CHS: David Juergens - No Report

OSU-OKC: Keri Smith – No Report

OSUIT-Okmulgee: Briana Johnson – No Report

Reports of University Committees:

Faculty Council Report: Kimberly Meints See Attachment G

GPSGA: Adrian Saenz –

1. GPSGA Benefit night for Nature’s Vein @ The Garage, Stillwater. Monday, November 26th from 5 to 9 pm (date changed) 10% of all proceeds will go towards our charity, Nature’s Vein. www.naturesvein.com

2. GPSGA is working on a thanksgiving potluck. It will be Monday, November 19th from 5-7 pm in the Library Browsing Room. You can sign up via the google doc.

3. GPSGA execs are heading to Arkansas this week for their national conference, NAGPS.

Department of Wellness: Kim Beard – Attachment H

Unfinished Business:
None

New Business:
None

Announcements:

Next Meeting – November 14, 2018. 1:15 PM in the Student Union Room 412 – Council Room.

Adjournment: Meeting was adjourned.
Oklahoma State University takes acts of sexual harassment, including sexual violence, extremely seriously and believes that 1 victim is 2 many.

Overview
• Understanding 1 is 2 Many
• Online Training
• Obligations
• Make a change

1 is 2 Many
• Consent
• Intervene
• Support

1 is 2 Many
• 1 in 5 women
• 1 in 16 men
• LGBTQ students experience higher rates of sexual assault and report lower confidence in school leadership climate for prevention and response
• 85-90% of victims know their attacker

Online Training
• https://1is2many.okstate.edu/training
• Consent, rape culture, bystander intervention, verbal defense, alcohol, dating/domestic violence, healthy relationships, sexual harassment, stalking, what to do if...
• Students experiencing holds

What should I do?
Consider the following:
• Safety
• Explain your responsibilities
• Get the facts
• Share resources
• Report

Safety
• Is the student in immediate danger?
• Call OSUPD at 405-744-6523

“Is there any reason I should be concerned for your safety right now?”
**Explain your Responsibilities**

- Inform the student that you are required by the university to report to the Office of Student Conduct or the Title IX Coordinator.

  “Thank you so much for trusting me enough to share this with me, but before you go any further, I do want you to know that I am required by the university to report certain things, especially if I think you have been harmed in any way.”

**Get the facts**

- As you talk to the student, let them share what they want to share and DO NOT investigate. However, you can ask for the date, time, location, and the basic details.

  “Thank you so much for sharing that with me. Would it be alright if I asked you just a few questions to be shared when I pass this information to the Student Conduct Office? Do you remember a timeframe of when this happened, like the date, and maybe a time? Do you remember where you were when this happened?”

**Share Resources**

- Encourage student to contact an OSU Victim Advocate at 405-564-2129 and to visit 1is2many.okstate.edu.

  “I would really like to share the resources we offer on campus with you. There is quite a bit of information on 1is2many.okstate.edu and you can also reach out to a Victim Advocate for support. A Victim Advocate is someone who can talk with you about resources on campus as well as the different processes you may or may not want to consider in the future. The best part is that Victim Advocates are confidential, so they will not share your information with anyone. Can I give you their phone number, or call them with you?”

**Report**

- Immediately report to the Office of Student Conduct at 405-744-5470.

  “I just talked with a student who said that they were sexually assaulted last semester at a party. The student told me that she believes it was October 13, probably sometime around 3:30 in the morning, and it occurred at the house she rents. She said she had been drinking pretty heavily out at the strip and a friend offered to drive her home. She does not remember much, but did say that she remembered this friend removing her pants and kissing her body as she was slipping in and out of consciousness.”

**Respect their Privacy**

- It may be important to process, but do not discuss with coworkers or friends.
- Reach out to the EAP Counselor to process and debrief.
- You cannot maintain confidentiality, but you can maintain privacy.

**Basic Tips**

- Believe them.
- Listen.
- Display calm, confident, quiet competence.
- Do not show high levels of emotion.
- Resist the urge to make decisions for the student.

**REPORTING**

| STUDENT CONDUCT | 325 Student Union 405-744-5470  
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:Studentconduct@seokstate.edu">Studentconduct@seokstate.edu</a></td>
<td>ANYTIME A STUDENT IS INVOLVED</td>
</tr>
</tbody>
</table>
| Title IX Office | 405-Gentle Hall Building  
| excluding@okstate.edu | FACULTY/STAFF CONCERNS |

**It is helpful to say things like:**

- “I am sorry this happened to you.”
- “I am here to help you. Let’s explore some options.”
- “What happened wasn’t your fault.”
- “That must have been scary.”
There are also things to avoid:

- "Why" questions
- Questions about what a person was wearing or how much they had to drink
- Any statement that begins with "at least..." or "if only you hadn't..."
- Any question that asks if they are sure it was sexual assault
- Any statements that normalize sexual assault ("It happens.", "It's just sex.")
- Any statement that you cannot be sure of ("I know it will be ok.", "I promise you everything will work out.", "Everything happens for a reason")

Make a Change

- Conversations and interactions with students and coworkers
  - 1 is 2 Many Educators

For additional information

Aleigha Mariott
Director of Student Conduct & Deputy Title IX Coordinator
405-744-5470
aleigha.mariott@okstate.edu

Olivia Pendleton
Prevention Specialist, 1 is 2 Many
405-744-5470
Olivia.pendleton@okstate.edu
Attachment B

SAC 2019 Benefits

Wednesday, October 10, 2018

Health, Dental, and Vision Premiums

- No increase for Health or Vision
- Dental will increase slightly

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2019</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Dental Low Plan</td>
<td>Dental High Plan</td>
</tr>
<tr>
<td>Employee</td>
<td>$30.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>Employee + spouse</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Employee + children</td>
<td>$60.00</td>
<td>$60.00</td>
</tr>
<tr>
<td>Family</td>
<td>$100.00</td>
<td>$100.00</td>
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</table>

MD Live

Virtual Visits

- BlueOptions PPO - $10 Co-pay
- Blue Edge HDHP – Full cost of visit $44

MDLive – Virtual Visits

MDLIVE doctors or therapists can help treat the following conditions and more:

- General Health
  - Allergies
  - Arthritis
  - Nausea
  - Sinus infections

- Pediatric Care
  - Child
  - Flu
  - Ear problems
  - Throat

- Behavioral Health
  - Anxiety/depression
  - Child behavior/learning issues
  - Marriage problems

Benefit Value Advisor (BVA)
**Benefit Value Advisor (BVA)**
- Provider Finder through BAM or Call BVA
- Call Requirement
  - MRI & CAT Scans
  - $100 additional fee
- Member Rewards
  - $0 - $300 depending on procedure

**How to Find Cost Estimates**
- Select from six common service types

**Cost Estimate: MRI of the Brain**
- Start a Dose
- Find a Doctor
- Find a Hospital
- Find a Pharmacy
- Find an imaging service
- Search for_brain_mri to locate facilities and estimate your out-of-pocket cost

<table>
<thead>
<tr>
<th>MRI</th>
<th>St. John Med Ctr</th>
<th>Church</th>
<th>Edmond</th>
<th>OKC</th>
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<tbody>
<tr>
<td>COST</td>
<td>$1,350</td>
<td>$988</td>
<td>$750</td>
<td>$455</td>
</tr>
</tbody>
</table>

**How to Find Cost Estimates**
- Select from six categories of diagnostic imaging services

**Cost Estimate: Diagnostics/Imaging**
- Call
- Find a Doctor
- Find a Hospital
- Find a Pharmacy
- Find an imaging service
- Search for_brain_mri to locate facilities and estimate your out-of-pocket cost

**Cost Comparison: MRI of the Brain**
- Comparing 6 providers

<table>
<thead>
<tr>
<th>Facility</th>
<th>Procedure Description</th>
<th>Current Charge</th>
<th>Out-of-Pocket</th>
<th>Total Amount</th>
<th>Average Charge</th>
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</thead>
<tbody>
<tr>
<td>St. John Med Ctr</td>
<td>MRI of Brain</td>
<td>$1,350</td>
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</table>
Attachment B

2019 Open Enrollment

- November 1 – 16th, 2018
- Effective 01/01/2019
- BenefitFocus
- OE Presentations
  - October 22nd, 10am – 11am, 408 SU
  - October 23rd, 1:30pm – 2:30pm, 416 SU
  - October 24th, 9am – 10am, 416 SU
  - October 26th, 3:30pm – 4:30pm, 408 SU
  - October 30th, 9:30am – 10:30am, 408 SU

Questions or Clarifications?

Thank you for attending today!
### SAC MAINTENANCE ACCOUNT

<table>
<thead>
<tr>
<th></th>
<th>Income</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Allocation</td>
<td>$33,397.92</td>
<td></td>
</tr>
<tr>
<td>Balance Forward</td>
<td>$18,366.08</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL REVENUES** 51,764.00

<table>
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<th>Budget</th>
<th>Expense</th>
<th>Expense YTD Total Left</th>
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<tbody>
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<td>Payroll</td>
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<tr>
<td>DSA</td>
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<tr>
<td>June Fees</td>
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<td>$0.11</td>
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**ACCOUNT TOTAL** $43,127.64

**Summary:**
- Payroll $8,259.25
- FY 18 DSA Expense $287.00
- Marketplace Credit Card Fees $0.11

### SAC SCHOLARSHIP/PROFESSIONAL DEVELOPMENT

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<thead>
<tr>
<th></th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>INCOME</td>
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<tr>
<td>Balance Forward</td>
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</tr>
<tr>
<td>Deposits</td>
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</tr>
</tbody>
</table>

**ACCOUNT TOTAL** $14,112.35

Expense Summary
### Funds Deposited with OSU Foundation - July

#### OSU STAFF SCHOLARSHIP FUND

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Cash Balance Forward</td>
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</tr>
<tr>
<td>Deposit</td>
<td>$4,620.00</td>
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<tr>
<td>Balance</td>
<td>$26,085.16</td>
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</table>

#### Endowment

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Balance Forward 01/01/18</td>
<td>$120,948.88</td>
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<tr>
<td>Deposit</td>
<td>$25.00</td>
</tr>
<tr>
<td>Balance</td>
<td>$120,973.88</td>
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</tbody>
</table>

**AVAILABLE ACCOUNT TOTAL**: $26,085.16

**Expense Summary**

Deposit for Annual Spending
### SAC MAINTENANCE ACCOUNT

<table>
<thead>
<tr>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>Expense</th>
<th>Expense YTD Total Left</th>
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<tbody>
<tr>
<td>Pistol Pete</td>
<td></td>
<td></td>
<td>$200</td>
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**Total Revenues** $51,764.00

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### SAC SCHOLARSHIP/PROFESSIONAL DEVELOPMENT

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<tr>
<td>Deposits</td>
<td></td>
</tr>
<tr>
<td>Fundraising</td>
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</table>

**Account Total** $43,027.64

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Previous Month Bal

**Total Credits Total** $0.00

**Account Total** $43,027.64

Summary:

- Pistol Pete SDC2018 $200.00
Funds Deposited with OSU Foundation - August

<table>
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<tr>
<td>OSU STAFF SCHOLARSHIP FUND</td>
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<tr>
<td>Cash</td>
<td></td>
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<tr>
<td>Balance Forward</td>
<td>$21,465.16</td>
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<td>Deposit</td>
<td>$4,620.00</td>
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<tr>
<td>Endowment</td>
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<tr>
<td>Balance Forward 01/01/18</td>
<td>$120,948.88</td>
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<tr>
<td>Balance</td>
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<td>AVAILABLE ACCOUNT TOTAL</td>
<td>$26,085.16</td>
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Expense Summary
### SAC MAINTENANCE ACCOUNT

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<tr>
<td><strong>Total Revenues</strong></td>
<td>$51,764.00</td>
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<table>
<thead>
<tr>
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<td><strong>TOTAL CREDITS TOTAL</strong></td>
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### SAC SCHOLARSHIP/PROFESSIONAL DEVELOPMENT

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<td>Income</td>
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<table>
<thead>
<tr>
<th>Description</th>
<th>ACCOUNT TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL</strong></td>
<td>$14,137.35</td>
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</table>

**Expense Summary:**
- Deposit Sac Sch/ Prof Dev

**Account Total:** $43,027.64

**Previous Month Bal:** $200.00
### Funds Deposited with OSU Foundation - September

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
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<tr>
<td><strong>OSU STAFF SCHOLARSHIP FUND</strong></td>
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<td>20-31100</td>
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<tr>
<td>Cash</td>
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<tr>
<td>Balance Forward</td>
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<tr>
<td>Scholarship Payout</td>
<td>$ 9,000.00</td>
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</table>

| Balance                  | $ 17,085.16   |

| Endowment                |               |
| Balance Forward 01/01/18 | $ 120,948.88   |
|                          | $ 25.00       |

| Balance                  | $ 120,973.88  |

| AVAILABLE ACCOUNT TOTAL  | $ 17,085.16   |

### Expense Summary
Faculty Council, October 9, 2018

Chris Ormsbee presented on the new Canvas software for students and faculty. It will be fully implemented in Summer 2019, and need pilot instructors for Spring 2019.

Rita Peaster presented on changes to the Grade Entry system. They hope to have it fully implemented in Spring 2019, with pilots in Fall 2018.

Barbara Miller discussed the Osher Lifelong Learning Institute (OLLI), which offers classes for a very low fee to seniors and retirees. Website is education.okstate.edu/olli.

Women’s Faculty Council is looking for research topic recommendations. Send suggestions to steph.link@okstate.edu.

Todd Misener indicated that Mental Health First Aid Training for instructors is nearly complete, so the Department of Wellness will be able to offer training more broadly in the near future. The Wellness Policy for minors has also been updated and shared.

The Graduate College is convening a working group to examine OSU graduate student stipends in light of the increase in fees this year.

The policy update regarding Intellectual Property is undergoing further revisions.

They are also developing a procedure to consider renaming facilities.
EMPLOYEE PROGRAMS

**Tackle Your Excuses / Oct. Wellness Challenge**

It’s time to Tackle Your Excuses! If you want to get fit, have fun, and win free football tickets, then join us for the first monthly Employee Wellness Challenge during the month of October. The lucky winner will receive four tickets and a parking pass to the Nov. 17th OSU vs. West Virginia football game.

**Ted Talk Tuesday / Oct. 23, 12:15-12:45pm**

Join us as we watch and discuss *How to Be Happy Every Day: It Will Change the World*. How do we get to happy? Jacqueline Way, Founder of 365give shares a secret to happiness so simple a 3-year-old can do it. 15 minute viewing followed by 15 minute discussion.

**AHC WELLNESS INNOVATOR TRAINING**

Innovators contribute to OSU - America’s Healthiest Campus® - by communicating, engaging, and collaborating within their departments. Encouraging healthy lifestyles while at work - where we spend most of our time - benefits OSU’s employees, students, and communities.

Application deadline: October 19, Training: October 26, 8:30am - 12:00pm

**Glo Run 5k / Oct. 30, 8:00pm**

Join us for a Glo filled 5k through the Oklahoma State University campus. Get pumped up for the run with DJs, face painting, and a sendoff from our very own Pistol Pete! Throughout the run, you will go through multiple Glo Zones where you can stop and dance around or run on through!

Register by Oct. 16 at 5pm for a guaranteed shirt.

**Maintain Don’t Gain / Nov. 5 - Jan. 11**

Maintain, Don’t Gain is a free 9-week program designed to help individuals maintain their weight during the holiday season (losing weight is acceptable).

Application deadline: October 31
Celebrating 30 Years

The Junior Service League of Stillwater and Oklahoma State University have partnered together to support Harvest II. OSU contributes to Harvest II through its student body with Harvest Carnival, administration/faculty involvement, and you - OSU staff through your generous donations and volunteer hours. Activities begin with Harvest Carnival during Homecoming week and conclude at the beginning of November.

Donations can be dropped off at the Student Union Upper Plaza on Friday, November 9, 2018 between 11:30 a.m. and 1 p.m.

Your generous donations will be distributed to Payne County families through our partner agencies:

- Our Daily Bread
- Mission of Hope
- Wings of Hope
- Payne County Youth Services
- Cowboys with Compassion
- Central Oklahoma Community Action Agency
- Salvation Army
- Neighborhood Ministries
- Operation Christmas Child
- Central Oklahoma Adult and Teen Challenge

**Items to Donate**

- canned meats
- canned vegetables
- canned fruits
- peanut butter
- pasta
- coffee
- rice
- cereal
- dried beans
- sugar
- meat soups
- baby food

Cash donations are welcome and provide perishable food items throughout the year. No glass please.

Like Junior Service League of Stillwater on Facebook

facebook.com/StillwaterJSL